

# EMPLOYMENT OPPORTUNITY

20 East Sixth Street • Tempe, Arizona 85281 • 480/350-8276 • TDD 480/350-8400  
<http://www.tempe.gov>

Committed to Equal Opportunity and Reasonable Accommodation



## REVISED

### ENTERPRISE NETWORK TECHNICIAN I/II

Information Technology Division/Finance and Technology Department  
Recruitment Code #900013

**OPENING DATE:** February 8, 2011

**CLOSING DATE:** Open until the needs of the City are met. This position may close at any time.

#### ANNUAL SALARY RANGE

**Enterprise Network Technician I: \$46,326 - \$62,546**

**Enterprise Network Technician II: \$49,888 - \$67,352**

This position is FLSA Non-Exempt - eligible for overtime compensation and/or compensatory time.

Employees in this position are represented by the Service Employee International Union (SEIU)

In addition to completing the City of Tempe application, applicants must complete the attached supplemental questionnaire.

#### MINIMUM QUALIFICATIONS

##### **Education:**

Requires the equivalent to the completion of the twelfth grade supplemented by college courses in electronic or communications engineering or a degree related to the core functions of this position.

*The term "equivalent" means that directly related work experience exceeding the required work experience will substitute in equal time increments for college-level education, for example: one year of additional directly related work experience will substitute for one year of college educations (30 credit hours).*

##### **Work Experience:**

###### **Enterprise Network Technician I:**

Requires the equivalent to two years of increasingly responsible full-time technical experience in radio, voice and data communications or a current Cisco Certified Enterprise Network Technician (CCENT) certification are required. Must be proficient in the installation, operation, maintenance and repair of electronic equipment.

###### **Enterprise Network Technician II:**

Requires the equivalent to three years of increasingly responsible full-time technical experience in radio, voice and data communications and a current Cisco Certified Enterprise Network Technician (CCENT) certification. Requires proficiency in the installation, operation, maintenance and repair of electronic equipment.

*Candidates must have the minimum amount of work experience. Education will not substitute for the required work experience; however, related unpaid and/or volunteer work experience may be used as qualifying work experience.*

##### **Certifications, Licenses, and/or Registrations:**

Requires the possession of a valid driver's license at the time of application.

### **Enterprise Network Technician I**

Possession of, or required to obtain within six months, a valid Cisco Certified Entry-level Network Technician (CCENT) certification.

### **Enterprise Network Technician II**

Possession of a valid Cisco Certified Entry-level Network Technician (CCENT) certification.

### **ADDITIONAL REQUIREMENTS**

Successful completion of probationary period is contingent upon passing an FBI background investigation. A post offer, pre-employment physical and drug screen are required for this position. If requesting veteran's preference, the appropriate DD214 must be attached at the time of application.

### **REPRESENTATIVE DUTIES**

(For the complete job description go to: <http://www.tempe.gov/jims/>)

- Install, repair, and maintain communications equipment including radio base station equipment; portable and fixed mobile radios; microwave equipment; telephone systems; data communication systems; display systems; and other related electronic equipment;
- Program subscriber units, assist users with radio interoperability, and interface equipment with PRWN/TOPAZ network;
- Perform move, add, and change necessary to meet departmental needs for voice, radio, data, video, and mobile communications;
- Interface with Arizona Blue Stake to properly mark underground information technology assets;
- Identify and evaluate system problems and design effective solutions to communications network problems;
- Assist in the preparation of specifications for the purchase of communications equipment; maintain contact with vendors to obtain information on product changes and new products;
- Ensure that equipment is in compliance with Federal regulations; perform equipment tests as part of preventative maintenance; adjust and tune FCC licensed transmitters;
- Provide complex technical assistance to users of the communications system; provide on-call support on evening and weekends in case of network failure or in case assistance is needed by the city departments;
- Direct and coordinate the work of contract personnel working in the Technical Center;
- Perform related duties as assigned.

### **SELECTION CRITERIA**

An official City of Tempe application must be filled out in order to be considered for this position. **Incomplete application or supplemental forms will result in being disqualified from further consideration.** Applicants whose experience and training most closely suit the needs of the City may be selected for further testing/interviews. Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment. The City of Tempe conducts thorough background checks.

**KJM**

# Enterprise Network Technician I/II Supplemental Questionnaire



Recruitment Code #: 900013

Date: \_\_\_\_\_

Name (Last, First, Middle Initial): \_\_\_\_\_

Best Daytime Contact Number: \_\_\_\_\_

**A current resume may be attached as a supplement to this document.**

**You may attach separate sheets with your answers.**

1. Describe your experience with electronic and radio frequency (RF) equipment and technologies.
2. Please describe your experience managing and supporting network equipment in an enterprise network.
3. Provide in detail what experience you have supporting interoperable voice and data radio systems for Police, Fire and Public Works. List any training or certifications on the Motorola Astro 25 trunked radio system, subscribers, and dispatch consoles.
4. Outline your work experience with wiring and installing public safety equipment into vehicles such as radios, light bars, siren controllers, mobile gateways, laptops and headsets.



# City of Tempe / Application for Employment

**APPLY AT:** City of Tempe / Human Resources / 20 East Sixth Street / Tempe AZ 85281 /  
(480) 350-8276 / TDD (480) 350-8400 / <http://www.tempe.gov/hr>

**The City of Tempe is an Equal Opportunity / Reasonable Accommodation Employer.**

*The City of Tempe Promotes a Drug and Alcohol Free Workplace.*

**DIRECTIONS:**

Read the recruitment bulletin before completing this application - request a copy if not provided. Answer all questions completely including any supplemental forms. Type or print neatly. Sign this application and all other forms. Applications must be received by Human Resources no later than 5:00 p.m. on the closing date.

1. Position Applying For: \_\_\_\_\_ Recruitment Code (RC#): \_\_\_\_\_
2. Name (Last, First, Middle Initial): \_\_\_\_\_
3. Last 4 Digits of Social Security #: \_\_\_\_\_ Email Address: \_\_\_\_\_
4. Mailing Address: \_\_\_\_\_  
Street City State Zip
5. Phone Number: BEST CONTACT # \_\_\_\_\_ ALTERNATE #: \_\_\_\_\_
6. Valid Driver's License ☐ Yes ☐ No
7. Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? ☐ Yes ☐ No
8. Have you ever worked for the City of Tempe? ☐ Yes ☐ No If Yes, from \_\_\_\_\_ (Mo/Yr) to \_\_\_\_\_ (Mo/Yr)  
If you are a current City of Tempe employee, are you: ☐ Temporary? ☐ Regular?  
Have you completed your initial probationary period? ☐ Yes ☐ No If yes, when \_\_\_\_\_
9. Type of position you will accept: ☐ Full Time ☐ Part Time ☐ Regular ☐ Temporary
10. Do you have a High School Diploma or equivalent? ☐ Yes ☐ No If no, highest grade completed: \_\_\_\_\_
11. May we contact your current employer if you are considered for hire/promotion? ☐ Yes ☐ No

**If you are claiming Civil Service Preference for Veterans under ARS 38-492, you must submit a copy of your DD214 (Member-2 or 4) at time of application.**

DO NOT WRITE BELOW THIS LINE - TURN PAGE AND CONTINUE

Q ☐ NQ ☐ A ☐ B ☐ C ☐

HR Review ☐ \_\_\_\_\_ Date \_\_\_\_\_  
Department Review ☐ \_\_\_\_\_ Date \_\_\_\_\_

***Proof of Education and/or Professional Registration(s), License(s), and Certification(s) will be required prior to hire/promotion.***

12. Education from an **Accredited** College/University:

College:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

13. Trade and/or Technical Schools:

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:	Credit Hours:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

14. Professional Registration(s), License(s), and/or Certification(s) you possess ***that relate to this position:***

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

15. Special training ***that relates to this position:***

16. List computer software program(s) with which you are proficient in operating ***that relate to this position:***

17. List equipment with which you are proficient in operating ***that relate to this position:***

18. Language Proficiency (Other than English):

***You may make copies and use as many of these sheets as necessary to continue your employment history.***

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years or any additional relevant experience. Your qualifications will be evaluated ***solely*** on the application form and, if applicable, any supplemental questionnaire(s).

RESUMES MAY **NOT** BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

**DO NOT WRITE "SEE RESUME" OR "SEE ATTACHED" IN THE SPACES BELOW.**

Employer:	Type of Business:
City & State:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed in this position: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
City & State:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed in this position: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

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Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed in this position: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
City & State:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed in this position: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

19. Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee?

☐ Yes ☐ No If Yes, indicate his/her Name, Position and Relationship to you:

20. Have you ever been terminated for cause or forced to resign from a position for misconduct or unsatisfactory service?

☐ Yes ☐ No If Yes, please explain:

21. Have you ever been convicted of a **misdemeanor** or **felony** (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence (include military trial convictions)?

*Note: Reckless operation, hit-and-run, D.U.I., excessive speeding, and similar charges are NOT considered minor traffic offenses. Moreover, an excessive number of traffic violations (including minor/civil offenses) should be reported.*

☐ Yes ☐ No If Yes, provide charges, dates and locations:

**Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered. Please answer this question completely. All offers of employment and continued employment are subject to a complete review of any criminal convictions. Your fingerprints will be sent to state and federal law enforcement agencies (DPS and FBI).**

**PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.**

I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from city service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

Print Applicant's Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***The City of Tempe does not accept faxed or emailed copies of applications.***





## Optional Employment Data Record

Completing ethnicity, gender, and age information is **OPTIONAL**; it is used for statistical reporting purposes only. It is **NOT** disclosed to the hiring department.

Position Applied for: \_\_\_\_\_ RC#: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First

Gender: ☐ Female ☐ Male

**Ethnic Group:**

- ☐ White (not Has/Latino Origin)
- ☐ Black/AFAM (not Has/LT Origin)
- ☐ Hispanic/Latino
- ☐ Asian
- ☐ American Indian/Alaska Native
- ☐ Native Hawaiian/Oth Pac Island
- ☐ Two or More Races

**Age Group:**

- ☐ 16 and under
- ☐ 17 – 20
- ☐ 21 – 29
- ☐ 30 – 39
- ☐ 40 +

How did you hear about this position: \_\_\_\_\_